



**Introduction**

**Registration**

- First time users ..... 4
- Existing users ..... 5
- Voucher code access ..... 6

**Modules**

- Finding a module ..... 7
- Browsing for a module ..... 8
- Searching for a module ..... 9
- Starting a module ..... 10
- Answering module questions ..... 11
- Saving a module ..... 12

**Videos**

- Watching a video ..... 13
- Adding videos to your plan ..... 13

**Plan and record**

- Creating your personal plan ..... 14
- Creating copies of your personal plan ..... 14
- Recording your learning needs ..... 15

**Preparing for your appraisal**

- Creating an appraisal report ..... 16
- Printing your certificate ..... 16

**Additional resources**

- Finding help on the site ..... 16
- Write a module ..... 16
- Contact us ..... 16



Interactive multimedia  
 Evidence-based and constantly updated  
 Tailored learning

**BMJ Learning**

Helping you to meet your medical learning needs, BMJ Learning is the best available learning website for medical professionals. It offers a wide range of learning resources commissioned by the BMJ Group. The learning resources deal with everyday issues in primary care and hospital medicine, are evidence-based and kept up to date.

Access to the International channel will enable you to complete all modules relevant to your profession, grade and/or specialty. It currently has over 560 learning online modules available in different formats such as text, image, video and audio on demand. The modules cover a wide range of clinical and non-clinical topics designed to test and improve medical skills.

**Is BMJ Learning for you?**

BMJ Learning is for:

- Hospital doctors
- GPs
- GP trainees
- Practice nurses
- Foundation programme doctors
- Anyone else who works in health care

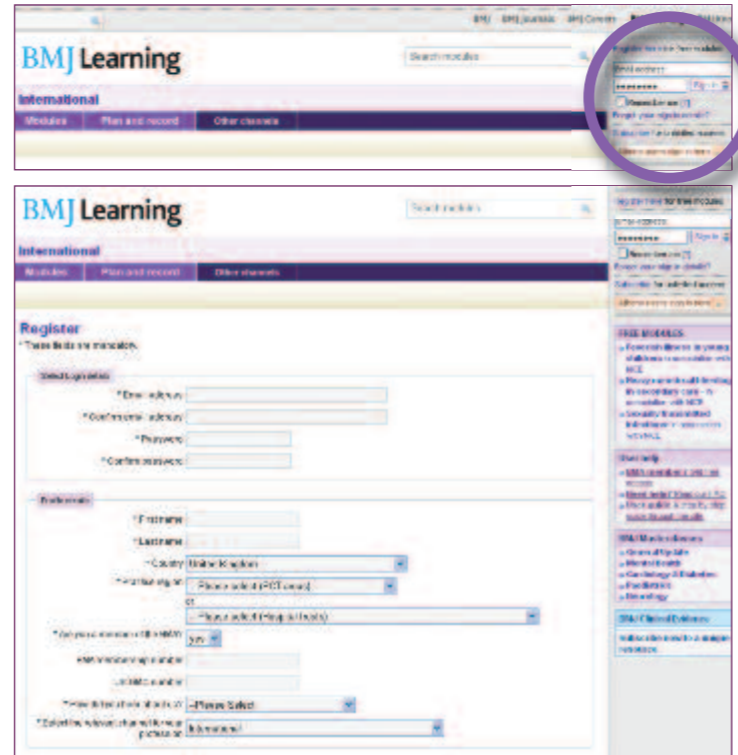
This guide will take you through the many useful features and functions of BMJ Learning, and will help you get the most out of this multi-faceted learning website.

# Registration

## Getting started

### FIRST TIME USERS

Click on the link 'Register here for free modules' and a registration page will appear. Select the 'international channel' and BMJ Learning will automatically allow you to make the site more relevant to your profession and specialty interests. When you have completed your details press the Register button.



# Registration

## EXISTING USERS

BMJ Learning will remember you, providing you tick the 'Remember me' box before signing in.

To sign in, enter the memorable password and username you chose during your initial registration process. After you have entered your username and password click on the 'Sign In' button on the homepage. This will take you directly to the BMJ Learning site so you can start accessing the modules.

You will need to log in even to use the free modules



## Registration

### VOUCHER CODES

If your institution or society supplies you with a voucher code for free access, please visit [learning.bmj.com/voucherregistration](http://learning.bmj.com/voucherregistration) and follow the instructions below.

Enter your email address and voucher code. If you are already registered with BMJ Learning, you will receive a confirmation email.

If you have not previously registered with BMJ Learning, you will be required to complete a short registration form to get free access with your voucher code.

Once you have registered and signed in, click the 'Redeem voucher' link, after which you will be required to insert your institution's trail voucher code. Press the 'Continue' button to complete the final registration process to start accessing the BMJ Learning resources.



## Modules

BMJ Learning modules are programmes that allow you to explore interactive case histories specific to your chosen medical subject area.

The modules cover everyday issues in primary care and hospital medicine to help you stay up to date with your educational needs, whether they be for training, practice, appraisal, revalidation or exam preparation purposes.

You can view the latest modules by using the 'Browse' or 'Search' functions.



# Modules

## Finding a module

### BROWSE FOR A MODULE

BMJ Learning modules are categorised into specific medical areas, ie. cardiovascular disorders, so that you can browse within a category for topic-specific modules relevant to your learning needs.

Click on a category of interest to find a range of modules.

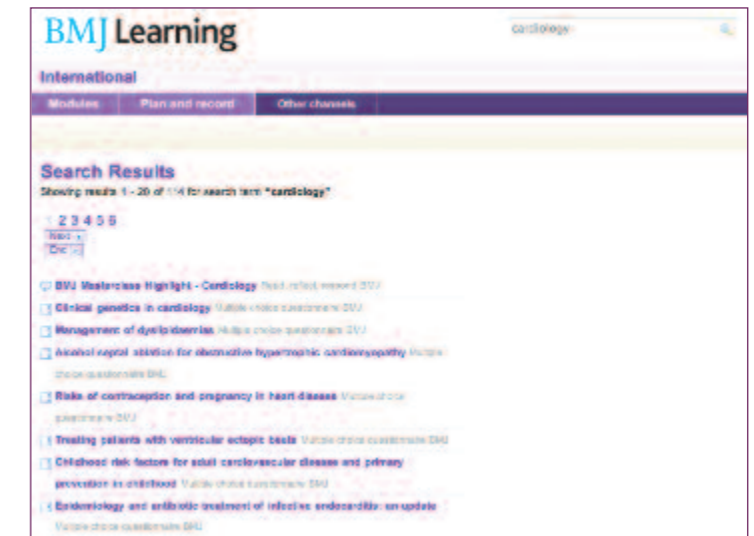
Click on a module listed to start learning



# Modules

## SEARCH FOR A MODULE

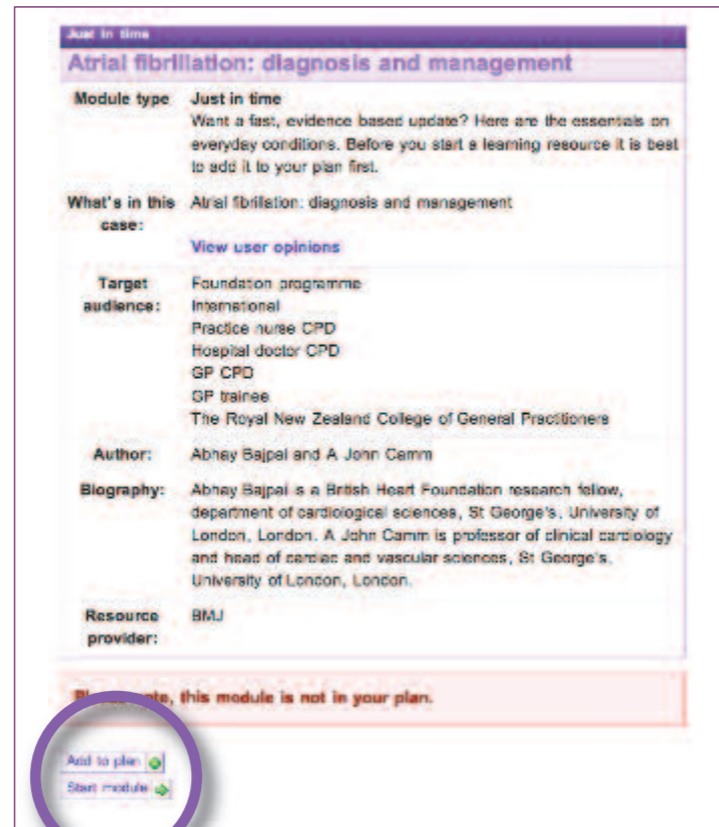
Type in your topic of choice, ie. cardiology, in the free text Search Modules box. You will be taken to a list of results available for that specific search subject.



## Modules

### STARTING A MODULE

Click on the module of your choice for which you either browsed or searched. You will then be given the option at the bottom of the next page to either 'add module to plan' or 'start module'. Click on start module.

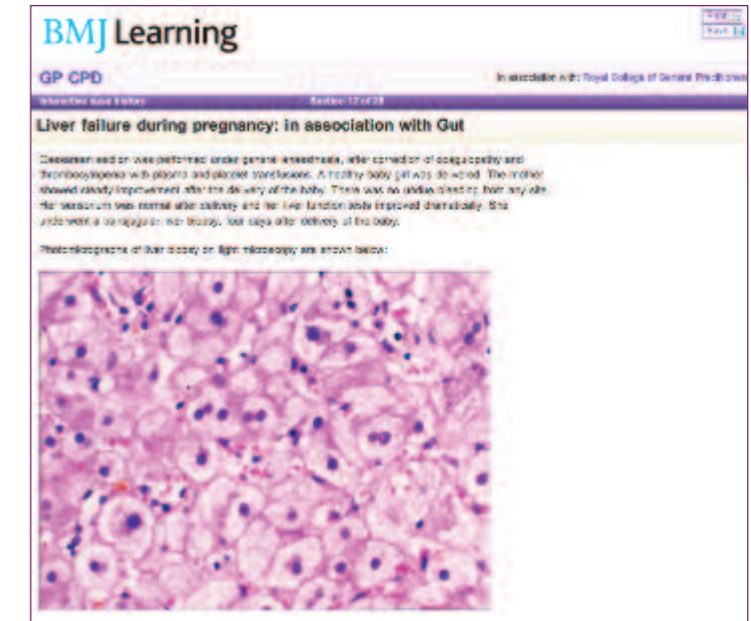
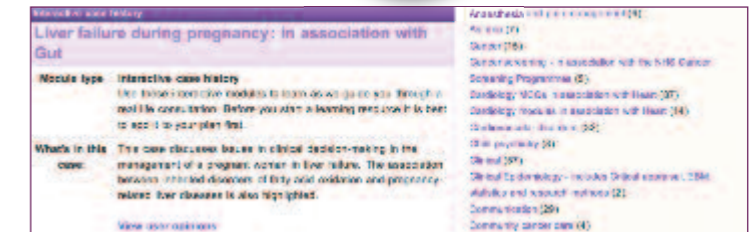
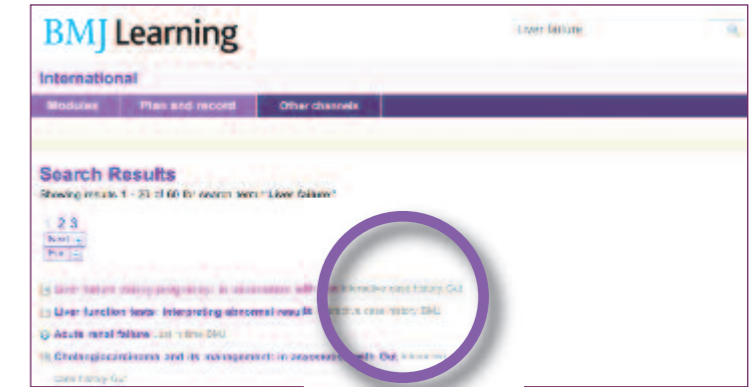


## Modules

### ANSWERING MODULE QUESTIONS

There are four assessment types:

1. **Interactive case history:** Answer questions based on case details provided
2. **Just in time:** Learn about a topic then be tested on what you have just read
3. **Read and reflect** on current issues; see what others think; and have your say
4. **MCQ:** Multiple choice questions



Before you start a learning resource it is best to add it to your plan first.

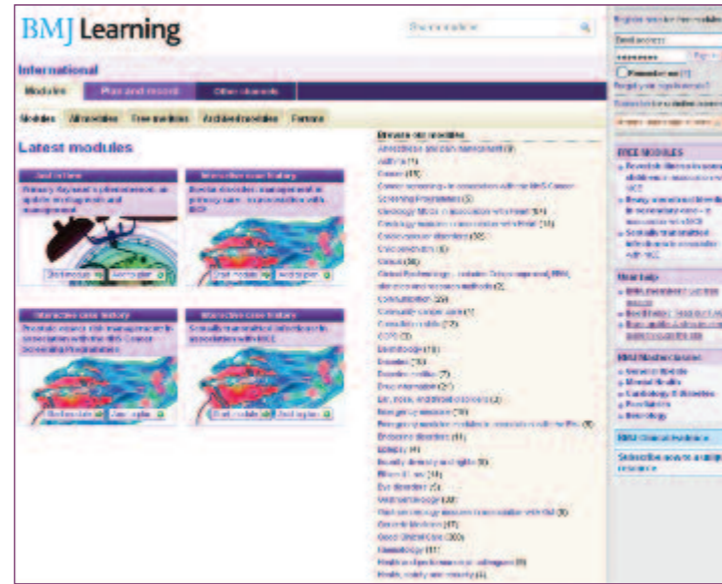
# Modules

## SAVING A MODULE

Once you have found a module you wish to complete, you can save it to your personal plan to keep a record for your appraisal.

To add a module to your plan click on the 'Add to plan' button at the bottom of the page.

Once you have added a module to your plan, you can start it at any time by choosing 'Start module' from the drop down menu.



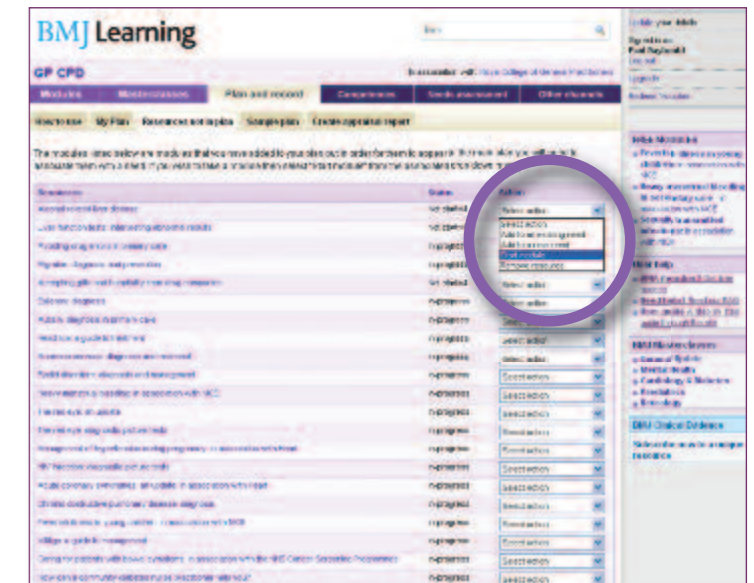
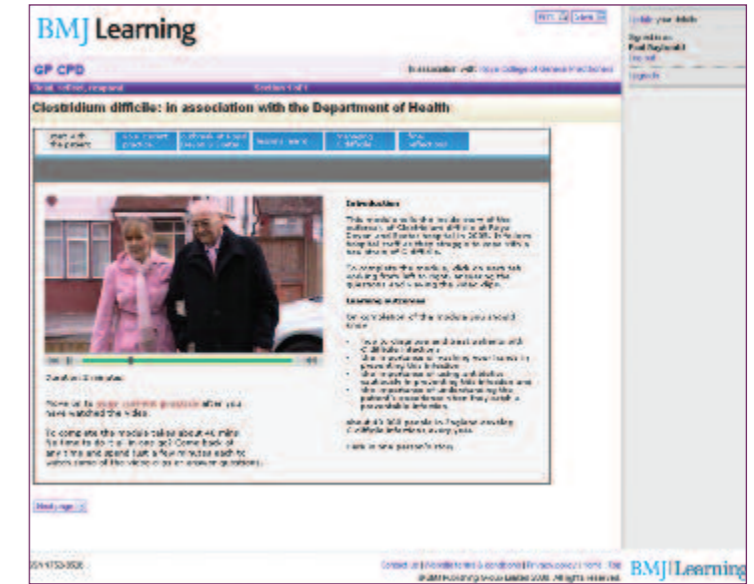
# Videos

## WATCHING A VIDEO

Some of the modules on BMJ Learning include videos. An example of this is our 'Clostridium difficile' module.

## ADDING VIDEOS TO YOUR PLAN

Click on your chosen video then from the select action drop down menu. Add it to either an existing or new need. You will then be able to personalise the information relating to this video and your personal learning needs.



## Plan and record

### CREATING YOUR PERSONAL PLAN

BMJ Learning's 'Plan and record' can help you identify learning needs, select modules to address those needs, and keep a record of your progress to help with your appraisal.

Once logged in, you can access your plan and record by clicking on the 'Plan and Record' tab.

To start, click on the 'Add a learning need' button. Select a category for your learning need from the drop down menu, and enter a brief description of your need. You can assign modules to this need by using the 'Add unclassified resource to need' field if you have previously completed modules or saved them to your plan (see page 12).

Once you have assigned modules, or if you do not have any modules ready to assign to this need, click on the 'Save' button to record your need and related resources.

To associate further resources to your learning need, click on the 'Add resource' button, then 'Browse our resources' to view all of the associated resources on BMJ Learning and choose a relevant module.

Once you have chosen a related module click on the 'Save to plan button'.

To start BMJ Learning modules in your plan, use the dropdown menu in the 'Action' column to select the 'Start module' option.



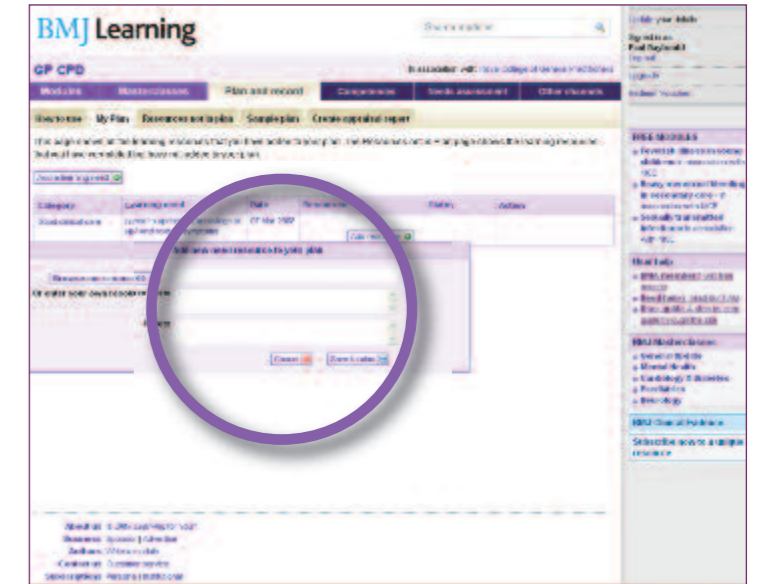
## Plan and record

### RECORDING YOUR LEARNING NEEDS

The present status for each learning resource on the My plan and record page is displayed as Not started, In progress, or Complete.

If you're working with one of the learning modules on this site, the status will update automatically. To start a module, click on the resource title and then the 'Start module' button on the following page.

You can also update the status of the additional resources you have identified yourself by clicking on the resource name followed by 'Edit' on the next page, where you can set the correct Status label.



# Preparing for your appraisal/Additional resources

## CREATING AN APPRAISAL REPORT

You can choose to submit a completed module as part of an appraisal at any time. Click on 'Create appraisal report' tab when you are in your plan and record (see page 14).

You can specify a date range that you want your report to cover e.g. you may want a report to only display your plan for the last year. You can also add comments before selecting one of the three formatting options. Click on **Generate report** to proceed. The resulting page will not be saved on this site - you must save the page to your own computer if you wish to keep it.

## PRINTING YOUR CERTIFICATE

Once you have saved the report on your computer you can print it any time to submit as part of your appraisal.

## Additional resources

### WRITE A MODULE

If you want to write a module for BMJ Learning then please contact the editor before you start. Contact Dr Kieran Walsh on [kmwalsh@bmjgroup.com](mailto:kmwalsh@bmjgroup.com)

### FINDING HELP ON THE SITE

- An online user guide can be found on the right hand column of the home page
- You can also find an FAQ section there
- For access issues please contact [customerservice.learning@bmjgroup.com](mailto:customerservice.learning@bmjgroup.com)

